Summer 2012
Class Schedule
Augusta Campus

706-771-4025
www.augustatech.edu
Continue Education Classes:

**FLORAL DESIGN**—This course is designed to introduce students to the career possibilities in the floral industry and to provide basic instruction in the techniques of floral design. It includes standards that prepare students to produce creative floral arrangements for various events and cultures.

**Dates:** 05/22 - 06/19 / 07/10 - 08/07

**Time / Night:** 6-8 p.m. Tuesday

**Cost:** $50.00  

**No book required.**

**DOT Escort Program (Escort Driver)**—Escort drivers drives vehicles that accompany oversized loads being driven. The vehicles are equipped with warning lights and signs to escort the oversized trucks.

**Dates:** TBA

**Time / Day:** 9a.m-5 p.m. Saturday

**Cost:** $79.00  

**No book required.**

**Keyboarding and Computer Basics**

**Keyboarding: (Typing)**—This course is designed for the true beginner, the "hunt and peck" typist, or someone wanting to improve their techniques using the computer keyboard. You will have a series of drills to help you improve your keyboarding technique and speed. (10 clock hours)

**Dates:** 05/21 - 06/25

**Time / Night:** 6-8 p.m. Monday

**Cost:** $50.00  

**No book required.**

**Computer Basics**—This brief overview explains basic computing concepts. Topics discussed include: Computer; Software and Hardware; Hardware Components and Accessories; Operating System Software and Application. Book Required. (10 clock hours)

**Book Title:** CE AC04 or CE SC01 *Computer Concepts and Windows*

**Dates:** 07/09 - 08/06

**Time / Night:** 6-8 p.m. Monday

**Cost:** $50.00  

**Book:** $24.00
**MS Office 2010**

**MS Word 2010: I** — Students will learn how to create and print business letters; create memorandums; create a simple report and a simple flyer. Pre-requisite: Computer Literacy Skills (10 clock hours)

**Book Title:** *CE AC08 or SC05 MS Office Word 2010 Level 1 of 3*

**Dates:** 05/22 - 06/19

**Time / Night:** 6-8 p.m. Tuesday

**CRN:** 10519

**Cost:** $50.00

**Book:** $24.00

**MS Word 2010: II** — MS Word II topics includes more in-depth: Mail Merge, Fields & Forms, Charts & Tables, Document Merge and Insertion. Pre-requisites: Computer Literacy Skills/ MS Work 2010: Introduction (10 clock hours)

**Book Title:** *CE AC10 or SC11 MS Office Word 2010 Level 2 of 3*

**Dates:** 07/10 - 08/07

**Time / Night:** 6-8 p.m. Tuesday

**CRN:** 10530

**Cost:** $50.00

**Book:** $24.00

**MS Excel 2010: I** — Students will learn how to create a simple spreadsheet. Included: Tabs and Ribbons; Worksheets; Cells; Formatting and Function. Pre-requisites: Basic Computer Literacy Skills. (10 clock hours)

**Book Title:** *CE AC05/SC20 Ms Office Excel 2010 Level 1 of 3*

**Dates:** 05/23 - 06/20

**Time/Night:** 6-8 p.m. Wednesday

**CRN:** 10521

**Cost:** $50.00

**Book:** $24.00

**MS Excel 2010: II** — Included: Working with large worksheets; Adding graphics to worksheets; using templates; protecting workbooks; multiple worksheets; Tables and outlines. (10 clock hours)

**Book Title:** *CE AC05/SC20 MS Office Excel 2010 Level 2 of 3*

**Dates:** 07/11-08/08

**Time / Night:** 6-8 p.m. Wednesday

**CRN:** 10532

**Cost:** $50.00

**Book:** $24.00

Continuing Education
MS Access 2010: I— In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft office Access 2010 relational database application. You will also benefit from learning to structure existing data, learn about queries, create forms and reports, and maintain a database.

Book Title: *MS Access 2010 Level 1 of 3*

Dates: 05/24 – 06/21

Time / Night: 6-8p.m. Thursday

CRN: 10523

Cost: $50.00

MS Access 2010: II— In this lesson, you will study the basic concept and properties of relational databases and examine how objects in the database relate. In addition, you will modify tables and field properties to enhance the relational aspects of the database and create forms and reports for the database. Finally, you will examine and create relationships between the tables and prepare database documentation that displays and demonstrates relationships.

Book Title: *MS Access 2010 Level 2 of 3*

Dates: 06/12 – 08/09

Time / Night: 6-8p.m. Thursday

CRN: 10534

Cost: $50.00

Spanish for the Workplace—Learn key Spanish terms and phrases that are important in the workplace. Vocabulary revolves around theme of work, school, numbers, time colors and personal characteristics.

Book Title: *CE WS03 Spanish Now Level 1*

Dates: 05/24 - 08/09

Time / Night: 6-8p.m. Thursday

CRN: 10527

Cost: $55.00

Continuing Education
Senior Citizen Specials (Ages 52+)

**Keyboarding and Computer Basics**

**Keyboarding: (Typing)**—This course is designed for the true beginner, the "hunt and peck" typist, or someone wanting to improve their techniques using the computer keyboard. You will have a series of drills to help you improve your keyboarding technique and speed. (10 clock hours)

**Dates:** 05/04 - 06/25
**Time/Night:** 6-8p.m. Mondays **BLDG. / RM.** 600 / 660
**CRN:** 10518
**Cost:** $30.00 **No book required.**

**Computer Basics**—This brief overview explains basic computing concepts. Topics discussed include: Computer; Software and Hardware; Hardware Components and Accessories; Operating System Software and Application. (10 clock hours)

**Book Title:** *CE AC04 or CE SC01 Computer Concepts and Windows*

**Dates:** 7/11 - 8/08
**Time/Night:** 6-8p.m. Monday **BLDG. / RM.** 600 / 660
**CRN:** 10529
**Cost:** $30.00 **Book:** $24.00

**MS Word 2010: I**—Students will learn how to create and print business letters; create memorandums; create a simple report and a simple flyer. Pre-requisite: Computer Literacy Skills (10 clock hours)

**Book Title:** *CE AC08 or SC05 MS Office Word 2010 Level 1 of 3*

**Dates:** 05/22 - 06/19
**Time/Night:** 6 - 8p.m. Tuesday **BLDG. / RM.** 600 / 606
**CRN:** 10520
**Cost:** $30.00 **Book:** $24.00

**MS Word 2010: II**—MS Word II topics includes more in-depth: Mail Merge, Fields & Forms, Charts & Tables, Document Merge and Insertion. Pre-requisites: Computer Literacy Skills/ MS Work 2010: Introduction (10 clock hours)

**Book Title:** *CE AC10 or SC11 Ms Office Word 2010 Level 2 of 3*

**Dates:** 07/10 - 08/07
**Time / Night:** 6 -8p.m. Tuesday **BLDG. / RM.** 600 / 660
**CRN:** 10531
**Cost:** $30.00 **Book:** $24.00

Continuing Education
MS Excel 2010: I—Students will learn how to create a simple spreadsheet. Included: Tabs and Ribbons; Worksheets; Cells; Formatting and Function. Pre-requisites: Basic Computer Literacy Skills. (10 clock hours)

Book Title: CE AC05/SC20 MS Office Excel 2010 Level 1 of 3

Dates: 05/23 - 06/20

Time / Night: 6-8p.m. Wednesday BLDG. / RM. 600 / 606

CRN: 10522 Cost: $30.00 Book: $24.00

MS Excel 2010: II—Included: Working with large worksheets; Adding graphics to worksheets; using templates; protecting workbooks; multiple worksheets; Tables and outlines. (10 clock hours)

Book Title: CE AC05/SC20 MS Office Excel 2010 Level 2 of 3

Dates: 07/11 - 08/08

Time / Night: 6-8 p.m. Wednesday BLDG. / RM. 600 / 660

CRN: 10533 Cost: $30.00 Book: $24.00

MS Access 2010: I—In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft office Access 2010 relational database application. You will also benefit from learning to structure existing data, write advanced queries, enhance forms and reports, and maintain a database.

Book Title: MS Access 2010 Level 1 of 3

Dates: 05/24 – 06/21

Time / Night: 6-8p.m. Thursday BLDG. / RM. 600 / 660

CRN: 10524 Cost: $30.00 Book: $24.00

MS Access 2010: II—In this lesson, you will study the basic concept and properties of relational databases and examine how objects in the database relate. In addition, you will modify tables and field properties to enhance the relational aspects of the database and create forms and reports for the database. Finally, you will examine and create relationships between the tables and prepare database documentation that displays and demonstrates relationships.

Book Title: MS Access 2010 Level 2 of 3

Dates: 06/12 – 08/09

Time / Night: 6-8p.m. Thursday BLDG. / RM. 600 / 660

CRN: 1035 Cost: $30.00 Book: $24.00
Master License Renewal & Small Engines

**Master Electrician**— The State of Georgia mandates this course for the Master Electrician’s license renewal. (4 clock hours)

**Dates:** TBA  
**Time/Night:** 5:30-9:30p.m. Tuesday  
**CRN:** TBA  
**Cost:** $60.00 *No book required.*

**Master Plumber Update**— The State of Georgia mandates this course as part of your Master Plumber’s license renewal. (4 clock hours)

**Dates:** TBA  
**Time/Night:** 5:30-9:30p.m. Tuesday  
**CRN:** TBA  
**Cost:** $60.00 *No book required.*

**Conditioned Air Contractor Update**— The State of Georgia mandates this course for the Conditioned Air Contractor’s license renewal. (4 clock hours)

**Dates:** TBA  
**Time/Night:** 5:30-9:30p.m. Tuesday  
**CRN:** TBA  
**Cost:** $60.00 *No book required.*

**Small Engine Repair**— Students will learn the basic operations of small gasoline engines as well as the different types of small engines and how to break down and repair or rebuild a small gasoline engine.

**Dates:** 05/23 - 08/08  
**Time / Night:** 6-9p.m. Wednesday  
**CRN:** 10526  
**Cost:** $85.00 *No book required.*

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Augusta Technical College  
3200 Augusta Tech Drive  
Augusta, Georgia 30906

Continuing Education
2012 ACADEMIC CALENDAR

SUMMER SEMESTER (A) — MAY 21, 2012
May 21           Semester (A) Begins
June 25           Semester Ends
June 26           Exam Day

SUMMER SEMESTER (B) — JULY 9, 2012
July 9,           Semester (B) Begins
August 10,         Semester Ends
August 13,         Exam Days

FALL SEMESTER 2012
August 20,         Semester Begins
September 3,       Student Holiday
October 11,        Midterm
November 19-23,    Student Holidays
December 10,       Semester Ends
December 11, 12, &13 Exam Days

Want to earn some extra money?

Do you have a special skill, interest or hobby you would like to pass on? Continuing Education is always looking for enthusiastic teachers. Professional certification is not required for most subjects - just experience with and passion for your subject and the ability to share it with others. Contact us at 706.771.4025.
You asked for it and now **FLORAL DESIGN** is back and in full bloom at AUGUSTA TECH CONTINUING EDUCATION DEPARTMENT. Come and join the fun from May 22, — July 19, 2012